

**MINUTES OF A REGULAR MEETING
OF THE AIRPORT COMMISSION**

1. CALL TO ORDER

The Torrance Airport Commission convened in a regular session on Thursday, March 9, 2006 at 7:03 p.m. in the West Annex meeting room at Torrance City Hall.

2. ROLL CALL

Present: Commissioners Donnellan, Gates, Haddon,
Ouwerkerk, Tymczyszyn, and Chairperson Pyles.

Absent: Commissioner Dingman.

Also Present: Facility Operations Manager Megerdichian and
General Services Director Ballew.

MOTION: Commissioner Ouwerkerk moved to grant an excused absence to Commissioner Dingman for the March 9, 2006 Airport Commission meeting. Commissioner Gates seconded the motion; a voice vote reflected unanimous approval.

3. FLAG SALUTE

Commissioner Tymczyszyn led the Pledge of Allegiance.

4. AFFIDAVIT OF AGENDA POSTING

MOTION: Commissioner Haddon, seconded by Commissioner Donnellan, moved to accept and file the report of the City Clerk on the posting of the agenda for this meeting; a voice vote reflected unanimous approval (absent Commissioner Dingman).

5. APPROVAL OF MINUTES OF FEBRUARY 9, 2006

MOTION: Commissioner Ouwerkerk moved for the approval of the February 9, 2006 Airport Commission meeting minutes as submitted. Commissioner Donnellan seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Dingman).

6. ACTION ITEMS

6A. COMMISSIONER TRAINING WORKSHOP

Mr. Wood distributed a Work Program agenda and conducted the second of a two-part workshop focusing on development of an Airport Commission work plan. He provided an overview of tonight's meeting and asked Commissioners and staff members to each write three ideas on what they believe makes the Torrance Airport special. Participants took turns reading their thoughts aloud, skipping those ideas that were already stated.

Next, Mr. Wood reviewed Torrance Airport stakeholders that include resource providers, service users, and partners. He defined a stakeholder as any person, group, or organization that can affect or be affected by the Airport. He listed stakeholders identified at the last Commission meeting: surrounding communities, Federal, State, pilots, Torrance residents, City budget, Airport employees, CAP, homeowners, Airport tenants, local business, and City Council/staff. Commissioners suggested that Airport businesses, external users, and assets be included on the list of stakeholders.

The next step in the goal setting process was an assessment of strengths, weaknesses, opportunities, and threats. Commissioners and staff members were broken up into four groups and each group was assigned one of the topics. Mr. Wood explained that opportunities and threats could be identified by examining: infrastructure, facilities, social/political trends, technology, economic, and forces and trends. He suggested that strengths and weakness at the existing Airport could be identified by looking at processes, rentals/leases, Master Plan, and facilities.

The four groups listed their ideas on flip charts and Mr. Wood posted them on the wall. Each group took turns reading and providing clarification on the items on their lists.

Chairperson Haddon received clarification from fellow Commissioners that the State and Federal governments derive funds from aviation gas tax and sales tax.

It was determined that promotion, ensuring that the Airport operations and surrounding areas are compatible, and Master Plan update were recurring themes.

The Commission was in recess from 7:59 p.m. to 8:06 p.m.

Mr. Wood led the Commission in developing Work Plan items, noting that long-term goals are for 12 to 36 months. He recommended that participants begin their stated goals with action verbs, that they use crisp bullet points, and avoid whys and hows. He distributed cards to each Commissioner and staff member and asked that they write down one goal per card.

Commissioners and staff members were then divided into two groups and, with the use of flip charts, the groups listed their goals. Mr. Wood posted their lists, and each group presented their ideas and provided clarification for better understanding.

Mr. Wood initiated a brief discussion centered on suggested goals to complete Zamperini Way, to appoint an Airport Manager, and to recommend budget and capital items. He advised that staff was responsible for preparing and recommending a budget and City Council was responsible for adopting it.

Duplication of goals were eliminated, consolidated, or reworded; a list of eleven items remained.

The Commission was in recess from 9:02 to 9:07 p.m.

Mr. Wood distributed five colored dots to each Commissioner and asked them to prioritize their votes, noting that red was the highest priority at five points, orange four, yellow three, green two, and blue one. He then counted the dots and assigned each

item a final score. He advised that the list should be limited to five work program items in order to be manageable and to keep the Commission focused.

Top five priority items were identified as: Update Master Plan, Promotion of Airport value to the community, Recommend Airport and neighborhood developments are compatible, Evaluate State and Federal funding opportunities, and Recommend policy changes to capitalize on general aviation's growing segments.

A brief discussion centered on roles of the Commission, staff, and consultant in updating the Master Plan as well as policies to support growing segments of general aviation.

When Commissioner Gates recommended that the list be evaluated on a yearly basis, Mr. Wood stated that it was not unusual to do so.

Chairperson Pyles noted that there were two categories, one that consisted of conceptual items that might be included in the Master Plan update, and the other consisting of promotion of the Airport. He stressed the importance of setting goals that are achievable within the established timeframe.

Mr. Wood stated that he would type up the list of Work Plan ideas and send it to staff; staff would then bring the list back to the Commission for final review before it is forwarded to City Council for adoption.

7. INFORMATION ITEMS

None.

8. ORAL COMMUNICATIONS

8A. Facility Operations Manager Megerdichian invited Commissioners to attend a wireless demonstration at the Airport on March 10, 2006.

8B. Commissioner Tymczyszyn distributed photographs taken on March 1, 2006 of a semi truck trailer parking in a Great American hanger, noting that another nearby hangar was also full of huge non-aeronautical vehicles. He expressed concern that landlords are not enforcing leases, resulting in a negative impact on other stakeholders at the Airport by artificially keeping the waiting list high and prices inflated.

Facility Operations Manager Megerdichian stated that enforcement comes from his office, that there was a system set up, and that FBOs are treated the same as City tenants, with annual inspections set up at Flite Park and Great American with the master tenants. He advised that master tenants were responsible for enforcing their own rules, noting that they have master leases for the parcels as well as ground leases with the City.

In response to Commissioner Ouwerkerk's inquiry, he explained that large vehicles could not restricted from entering the Airport, but that cameras will be able to identify them.

8C, Chairperson Pyles stated that he thought part two of the workshop was especially productive and will produce measurable outcomes.

8D. Don Ferrara, Palos Verdes, hangar tenant, stated that the meeting was very informative.

9. ADJOURNMENT

MOTION: At 9:50 p.m., Commissioner Ouwerkerk moved to adjourn the meeting to April 13, 2006. The motion was seconded by Commissioner Gates and, hearing no objection, Chairperson Pyles so ordered.

Approved as Amended April 13, 2006 s/ Sue Herbers, City Clerk
